



WARREN COUNTY
REAL PROPERTY TAX SERVICES AGENCY
County Municipal Center
1340 State Route 9
Lake George, New York 12845

Tel. 518-761-6464
Fax 518-761-6559

LEXIE A. DELUREY
Director

KRISTEN Mac EWAN
Deputy Director

NOTICE OF VACANCY

March 10, 2016

Please be advised that a provisional vacancy in the following position exists in the Department of Real Property Tax Services. Position will be filled on Civil Service requirements. A provisional appointment will be made with an examination to be held at a later date. Candidate must meet Civil Service requirements for appointment following establishment of eligible list.

Candidates must be a resident of Warren County or a contiguous County.

Real Property Clerk – Salary \$27,027, Full Time, 40 hour work week, with Benefits.

Description of job duties include: Performance of clerical tasks. Collecting of data, maintaining files, property record cards and related assessment materials. Ability to read and understand deeds and documents related to property valuation and assessment work; effective interaction with the public on a daily basis.

Minimum Qualifications: Graduation from High school or possession of High School Equivalency diploma and; two (2) years of experience in a position dealing with real property records, real estate values, property assessments, zoning, tax maps or other related fields.

If you are interested in being considered for this position, please respond in writing to Lexie Delurey, Director of Real Property, at the above address no later than March 25, 2016.

Warren County is an EOE/AA Employer